

-----Original Message-----

From: DAADMINISTRATOR@PTSC.PENTAGON.MIL
[mailto:DAADMINISTRATOR@PTSC.PENTAGON.MIL] On Behalf Of DON CIO
WASHINGTON DC
Posted At: Thursday, August 20, 2009 11:35
Posted To: NAVY-HQ-DONCIOMessages
Conversation: 2009 ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING
Subject: 2009 ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING
Importance: Low

UNCLASSIFIED//

PRECEDENCE TO: ROUTINE DTG: 201533Z AUG 09
PRECEDENCE CC: ROUTINE
TYPE: DMS SIGNED/ENCRYPTED
FROM PLA: DON CIO WASHINGTON DC
FROM D/N: C:US,O:U.S. Government,OU:DoD,OU:NAVY,OU:ORGANIZATIONS(uc) ,
TO:
ASSTSECNAV FM WASHINGTON DC
ASSTSECNAV IE WASHINGTON DC
ASSTSECNAV MRA WASHINGTON DC
ASSTSECNAV RDA WASHINGTON DC
AAUSN WASHINGTON DC
CNO WASHINGTON DC DNS/N091/N093/N095/N097/N1/N2/N3/N5/N4/N6/N8
CMC WASHINGTON DC
DMCS/MRA/L/PPO/PR/CDI/AVN/AR/C4/CL/HS/HQBN/I/IGMC/JA/MARBKS/OLA/PA/REL/
SD/SPD
OGC WASHINGTON DC
OPPA WASHINGTON DC
NAVY JAG WASHINGTON DC
OLA WASHINGTON DC
CHINFO WASHINGTON DC
NAVAUDSVC WASHINGTON DC
NAVINGEN WASHINGTON DC
CNR ARLINGTON VA
COMUSFLTFORCOM NORFOLK VA
COMUSNAVEUR NAPLES IT
COMPACFLT PEARL HARBOR HI
COMSC WASHINGTON DC
USNA ANNAPOLIS MD
COMUSNAVCENT BAHRAIN
COMNAVRESFORCOM NEW ORLEANS LA
COMNAVAIRSYS COM PATUXENT RIVER MD
BUMED WASHINGTON DC
NETC PENSACOLA FL
COMNAVSEASYS COM WASHINGTON DC
FLDSUPPACT WASHINGTON DC
COMNAVSUPSYS COM MECHANICSBURG PA
DIRSSP WASHINGTON DC
CNIC WASHINGTON DC
PRESINSURV NORFOLK VA
COMNAVLEGSVCCOM WASHINGTON DC
NAVPGSCOL MONTEREY CA
COMNAVAFACENGCOM WASHINGTON DC
COMNAVSAFECEN NORFOLK VA
BUPERS MILLINGTON TN
NAVWARCOL NEWPORT RI

ONI WASHINGTON DC
COMNAVSPECWARCOM CORONDAO CA
COMSPAWARSSCOM SAN DIEGO CA
COMNAVDIST WASHINGTON DC
NAVHISTHERITAGECOM WASHINGTON DC
COMNAVNETWARCOM NORFOLK VA
COMMARFOREUR
COMMARFORCOM
COMMARFORPAC
COMMARFORRES
COMMARFORSOUTH
COMMARFORSYSCOM
CG MCCDC QUANTICO VA
MCNOSC
COMMARFORAFRICA
COMMARFORCENT
COMMARFORK
COMMARFORNORTH
COMMARFORSTRAT
CG MULTINATIONAL FORCE WEST (MNF-WEST)
COMMARFORSOC
CG MCRC QUANTICO VA
PEO C4I SAN DIEGO CA
PEO CARRIERS WASHINGTON DC
PEO EIS WASHINGTON DC
PEO IWS WASHINGTON DC
PEO LMW WASHINGTON DC
PEO SHIPS WASHINGTON DC
PEO SUB WASHINGTON DC
PEOASWASM PATUXENT RIVER MD
PEOSTRKWPNSUAVN PATUXENT RIVER MD
PEOTACAIR PATUXENT RIVER MD
DRPM AAA WASHINGTON DC
DRPM NMCI ARLINGTON VA
DON CIO WASHINGTON DC

UNCLASSIFIED//

MSGID/GENADMIN/DON CIO WASHINGTON DC//

SUBJECT: 2009 ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING

REF/A/DOC/SECNAVINST 5210.8D/31DEC2005// REF/B/DOC/SECNAV MANUAL
5210.1/NOV2007// REF/C/DOC/DON CIO/15JUN2007//

NARR/REF A DELINEATES THE AUTHORITIES AND RESPONSIBILITIES OF THE DON
RECORDS MANAGEMENT PROGRAM. REF B IS THE AUTHORITATIVE SOURCE FOR
DEPARTMENTAL RECORDS MANAGEMENT AND DISPOSITION PROCEDURES. REF C, DON
CIO MEMO, DEPARTMENT OF THE NAVY ELECTRONIC RECORDS MANAGEMENT AND
RECORD ELECTRONIC MAIL (E-MAIL) MANAGEMENT EMPHASIZED THE REQUIREMENTS
FOR ELECTRONIC RECORDS MANAGEMENT AND FOR RECORD E-MAIL.//

POC/JIM KNOX/CIVPERS/DON CIO/LOC: WASHINGTON DC/TEL:703-607-
5652/EMAIL:JIM.KNOX@NAVY.MIL //

POC/BILL SIMS/CTR/DON CIO/LOC: WASHINGTON DC/TEL:703-412-
4635/EMAIL:WILLIAM.P.SIMS1@NAVY.MIL//

POC/MATT STADEN/CNO DNS-5/LOC: WASHINGTON DC/TEL: 202-433-4217/EMAIL: MATT.STADEN@NAVY.MIL//

POC/JILL GLENEWINKEL/CMC ARDB/LOC: WASHINGTON DC/TEL: 703-614-1081/EMAIL: JILL.GLENEWINKEL@USMC.MIL//

PASSING INSTRUCTIONS:

CNO: PLEASE PASS TO

DNS/DNS5/N091/N093/N095/N097/N1/N2/N3/N5/N4/N6/N8//

NAVY ECHELON II COMMANDS: PLEASE PASS TO RECORD OFFICERS, ADMIN OFFICERS, CHIEF STAFF OFFICERS, AND TO THESE OFFICIALS AT ALL LOWER ECHELON COMMANDS//

USMC MAJOR SUBORDINATE COMMANDS: PLEASE PASS TO RECORD MANAGERS, ADMIN OFFICERS, ADMIN CLERKS, AND TO THESE OFFICIALS AT ALL LOWER ECHELON COMMANDS//

RMKS/1. PER REFS A AND B, ALL DEPARTMENT OF THE NAVY (DON) COMMANDS ARE REQUIRED, BY LAW, TO PROPERLY MANAGE THEIR RECORDS. THESE REFS, AVAILABLE AT [HTTP://DONI.DAPS.DLA.MIL](http://DONI.DAPS.DLA.MIL), DEFINE AND EXPLAIN WHAT CONSTITUTES A RECORD. FURTHER, EVERY COMMAND SHALL TRAIN THEIR PERSONNEL THAT CREATE AND USE RECORDS TO MANAGE RECORDS CORRECTLY. WITH COMPUTERS AT NEARLY EVERY DESK AND WORK STATION, THIS INCLUDES THE VAST MAJORITY OF DON PERSONNEL WHETHER THEY ARE MILITARY MEMBERS, GOVERNMENT CIVILIANS, OR CONTRACTOR SUPPORT.

2. IN ADDITION TO THE BASIC TRAINING REQUIREMENT, REF A REQUIRES THAT ALL DON PERSONNEL BE REMINDED, EVERY YEAR, OF THEIR RECORDS MANAGEMENT (RM) RESPONSIBILITIES; THIS IS MANDATORY TRAINING. ACCORDINGLY, PRIOR TO 30 SEP 09, EACH DON COMMAND SHALL REMIND THEIR PERSONNEL THAT:

A. IT IS THEIR RESPONSIBILITY TO CREATE, MAINTAIN, PRESERVE, AND PROPERLY MANAGE RECORDS, REGARDLESS OF FORMAT.

B. THEY MUST IDENTIFY RECORDS AND DISTINGUISH THEM FROM NON-RECORD MATERIALS, AND THIS INCLUDES ELECTRONIC DOCUMENTS AND E-MAIL AS POINTED OUT IN REF C.

C. THEY ARE TO IDENTIFY PERSONAL PAPERS AND MAINTAIN THEM SEPARATELY FROM ORGANIZATIONAL RECORDS.

D. THEY ARE NOT TO REMOVE RECORDS FROM GOVERNMENT CUSTODY OR DESTROY THEM, EXCEPT AS REQUIRED OR ALLOWED UNDER AUTHORIZED RECORD SCHEDULES.

E. THEY ARE TO INFORM THE CHAIN OF COMMAND OF ANY ACTUAL, IMPENDING, OR THREATENED UNLAWFUL REMOVAL, ALTERATION, OR DESTRUCTION OF FEDERAL RECORDS. IF THE THREAT TO RECORDS PERSISTS, THE PERSON SHOULD NOTIFY THE NAVY RECORDS MANAGER (CNO (DNS 5)) AT SECNAV_OPNAVRECORDS@NAVY.MIL OR THE USMC RECORDS MANAGER (CMC (ARDB)) AT HQMCREC-MGR@USMC.MIL.

F. THERE ARE SANCTIONS PROVIDED FOR THE UNLAWFUL REMOVAL OR DESTRUCTION OF FEDERAL RECORDS.

G. THEY MAY NOT DESTROY, DISCARD, OR DELETE ANY RECORD OR OTHER DOCUMENTARY MATERIAL THAT IS SUBJECT TO ANY TYPE OF HOLD OR MAY BE RELATED IN ANY WAY TO ANY REASONABLY FORESEEABLE OR ONGOING LITIGATION, INVESTIGATION, ANY UNRESOLVED CLAIMS FOR OR AGAINST THE GOVERNMENT, INCOMPLETE INVESTIGATIONS, OR EXCEPTIONS TAKEN BY THE GENERAL ACCOUNTING OFFICE OR INTERNAL AUDITORS.

3. TWO RESOURCES ARE READILY AVAILABLE TO ASSIST COMMANDS WITH THIS TRAINING REQUIREMENT. USE OF EITHER WILL FULFILL THE REQUIREMENT.

A. A PAPER ENTITLED QUOTE 2009 ANNUAL RECORDS MANAGEMENT REFRESHER TRAINING GUIDE END QUOTE IS AVAILABLE ON THE DON CIO WEB SITE (WWW.DONCIO.NAVY.MIL) IN THE KNOWLEDGE MANAGEMENT TOPIC AREA. THIS PAPER CONTAINS INFORMATION SUFFICIENT TO ADDRESS EACH POINT OF THE REQUIRED TRAINING.

B. THE WEB-BASED TRAINING COURSE, RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY, IS AVAILABLE ON NAVY KNOWLEDGE ONLINE (NKO) AND MARINET. IN ADDITION TO MEETING THE ANNUAL REQUIREMENT, THIS COURSE PROVIDES AN EXCELLENT INTRODUCTION TO RM AND REQUIRES LESS THAN 45 MINUTES TO COMPLETE.

(1) FOR NAVY PERSONNEL: TO FIND THE COURSE, GO TO WWW.NKO.NAVY.MIL, LOG IN AND SELECT NAVY E-LEARNING, BROWSE CATEGORIES, US DEPARTMENT OF THE NAVY (DON) TRAINING, DON RECORDS MANAGEMENT, AND THEN RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY (CATALOG CODE DOR-RM-010). ONCE COMPLETE, COURSE CERTIFICATES ARE AVAILABLE THROUGH THE TRANSCRIPT WINDOW OF EACH INDIVIDUAL'S NKO E-LEARNING ACCOUNT.

(2) AN ADVANCED RM COURSE, DON RECORDS MANAGEMENT: ADVANCED TOPICS, IS AVAILABLE AT THE SAME LOCATION. ALSO, THERE ARE TWO COURSES REGARDING TRIM: TRIM CONTEXT VIA THE NMCI (ENTRY) AND TRIM CONTEXT VIA THE NMCI (ADVANCED).

(3) FOR USMC PERSONNEL: THE TWO RM ONLINE COURSES ARE AVAILABLE AT [HTTPS://WWW.MARINET.USMC.MIL](https://WWW.MARINET.USMC.MIL). TO LOCATE THE COURSES, CLICK ON THE BROWSE COURSE CATALOG; CLICK ON ANNUAL AND REQUIRED TRAINING COURSES; AND MARINE CORPS RECORDS MANAGEMENT TRAINING. UPON COMPLETION OF THE COURSE, RETURN TO THE MARINET TRANSCRIPT PAGE TO LAUNCH THE END OF COURSE EXAM AND RECEIVE A CERTIFICATE OF COMPLETION.

4. RELEASED BY ROBERT J. CAREY, DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER.